



Project Assistant

Finance & Operation

Do you want to join our mission to make the maritime industry more sustainable for both people and planet? You have the chance to become part of our international, diverse team of purpose-driven individuals in a role that helps organise one of the most important maritime events of the year.

Does that sound interesting? Keep reading to learn more!

Our organisation is young and dynamic, and there is room for both the social and the serious.

Who we are

If you're new to the Global Maritime Forum, let's start with the basics:

The Global Maritime Forum is a Copenhagen-based international not-for-profit organisation. We bring leaders from across the maritime value chain together with influential decision-makers and opinion shapers to tackle collective challenges and develop new solutions and ideas for action.

The Global Maritime Forum is behind several initiatives, such as the All Aboard Alliance, the Poseidon Principles, and the Getting to Zero Coalition. Our work spans reports, webinars, workshops, and much more. Our yearly trademark event, the Annual Summit, brings together 200-250 top decision-makers, thought leaders, and experts from across the maritime value chain and beyond to shape the future of global seaborne trade to increase sustainable long-term economic development and human wellbeing.

Project Assistant (Student Assistant), Finance & Operation

As Project Assistant in Finance & Operation, you will be one of three go-to persons in the team for finance, operations and HR and you will work collaboratively with the other members of the team to ensure the operational level of service we provide to our employees is accurate and efficient. In this role, your responsibilities include:

- Bookkeeping and maintaining records.
- Invoicing and handling invoice workflow.
- Bank reconciliations.
- Preparation of budgets and reports.
- Time registration validation.
- Procurement and ad hoc analysis.
- Assisting People & Culture with onboarding and employee administration by ensuring 100% accuracy in our systems, templates & IT forms, procedures, and all relevant documents
- Follow up on changes in the organization by updating job titles, reporting lines, org charts, etc.
- Support the team with posting job advertisements and when necessary, schedule interviews and/or relevant meetings.
- Troubleshoot employee issues and requests.

- Actively support the team with all relevant actions and tasks deriving from the delivery of the annual People and Culture wheel, such as performance reviews, salary adjustments etc.
- Maintain employee files to ensure compliance.
- Contributing to the development and delivery of other projects and initiatives across the organisation, depending on your interests, qualifications, and organisational needs.

You will report to the Head of Finance & Operation, Michael Søsted, and work closely with colleagues across the organisation as well as external stakeholders.

Who is suitable for this role?

We are looking for someone who plans a career in financial controlling, HR or administration. A person that has interest and flair for running an organization and who wants to gain experience in day-to-day financial accounting and P&C processes. You have an analytical mindset with utmost attention to details without losing the bigger picture. You can work independently and take responsibility for processes and deliverables with confidence.

Moreover, you:

- Are ambitious, structured and independent.
- Like to be in control and one step ahead in terms of planning.
- Enjoy removing barriers for your colleagues and roll up your sleeves when help is required.
- Are proactive and able to drive initiatives with a high degree of integrity by taking ownership and responsibility to resolve challenges.
- Are intellectually curious, driven, and enjoy the challenge of working in a dynamic environment, adapting to an evolving portfolio of activities.
- Are a fast learner and tech-savvy.
- Have good organisational skills and time management, with ability to prioritize a multitude of different tasks.
- Are able to and enjoy working in a fast-paced and rapidly growing working environment
- Strong customer service mindset and communication skills

Preferred qualifications

- Enlisted at a relevant educational institution.
- Interest and flair for working with bookkeeping and general finance/P&C administrative task.
- Professional hands-on experience is preferred but not a prerequisite.
- Proficient in Excel.
- Experience with Business Central Dynamics 365 or similar accounting systems.
- Strong communication skills and full proficiency in English, both verbally and in writing.

What we offer

We offer an opportunity to be part of a dynamic, growing organisation and young, purpose-driven team. We are driven by our passion for making the maritime industry more sustainable. We have high ambitions, but a strong culture of collaboration, being friendly, humble, and helping and supporting each other.

Besides that, we offer:

- Beautiful office central in Copenhagen
- To learn and learn-on finance and HR experts
- Flexibility to work remotely
- Market level remuneration (depending on your experience)
- An international and inclusive team, currently counting ~ 20 different nationalities
- An opportunity to support the making a real-life difference for people and planet
- A salary remuneration package including paid Wi-Fi and lunch scheme

How to apply

Please send your CV and cover letter to careers@globalmaritimeforum.org as soon as possible as we will review the applications as they come in, and no later than 16 June 2024. Please mark your application "Project Assistant, Finance & Operation"

For more information about the Global Maritime Forum or the position, please contact Michael Søsted, Managing Director, Head of Finance & Operation at +45 4253 2047.

Practical information

The position is part-time with a weekly working time of 15-20 hours. Start-date as soon as possible. The duty station is our Copenhagen office with the possibility to work from home as by agreement with your manager. A valid working permit in Denmark is required.